



CHALLENGING HEIGHTS

" TO WHOM MUCH IS GIVEN, MUCH IS EXPECTED"

Job Description

Role: PR and Media Officer

Location: Challenging Heights Offices, Winneba, Central Region

Purpose of Role To support the President of Challenging Heights to raise the profile of him and the organisation, and increase public understanding of the issues we campaign on, including child trafficking and children's rights, in Ghana through the media and other channels.

- Responsibilities:**
- Support the President of Challenging Heights (CH) in all his external media and communications activities, including drafting copy, researching and writing articles and features, preparing presentations and arranging interviews.
 - Develop and maintain a PR and media engagement plan for CH including issues, messages and activities across TV, print media, and radio.
 - Act as CH's primary media contact, responding to enquiries from the media in Ghana and supporting with ones from overseas media.
 - Actively engage the Ghanaian media and public on child rights and trafficking, proactively raising pertinent issues and responding to national events on TV, radio, press and online.
 - i. Disseminate and follow up press releases
 - ii. Write articles seeking to promote the issues and the organisation
 - iii. Organise press conferences, training and other media events
 - iv. Actively promote CH activities, guided by the Communications Officer
 - Develop and nurture a network of journalists who are interested in CH and the issues we campaign on.
 - Carry out background research and produce research and briefing materials on key issues to support our communications activities.
 - Work closely with the CH Communications Officer, aligning PR and media work with social media, overseas media requests and other communications.
 - Work closely with the CH Advocacy Officer, developing effective PR and media activity to support our advocacy campaigns.
 - Represent Challenging Heights at regional and national meetings, policy forums and other similar events, as appropriate.
 - Carry out any other relevant activities as directed by the President or the Director of Programmes and External Relations.

Skills & Experience:

- Journalistic experience
- Excellent written and verbal communication skills
- Strong research skills
- Ability to learn about new subjects quickly and in depth and to articulate them to others in a confident and persuasive manner.
- Ability to develop and grow a network of journalists
- Excellent standard of written and verbal English.

- Ability to speak Fante or Effutu to a good enough standard to be able to represent CH on local radio
- Experience working in the Ghana media and/or PR industry
- Experience of writing articles, press releases and features and having them published in online or offline media
- Experience of working with or in local NGOs would be an advantage, as would an understanding of the issues, challenges and opportunities facing grassroots NGOs.
- A deep commitment to children's rights and the campaign to end child trafficking, slavery and forced labour.

Start date: December 2016

Salary: Competitive based on experience

Conditions: This is a full time position offered on a renewable one year contract.

This role works directly with the President, James Kofi Annan, and will support his work for CH and for the rest of the CH Group of organisations. The postholder will report to and be line managed by the President of CH.

Application: Please submit a CV/resume and brief covering letter, each of them no more than two sides in length, explaining your suitability for and interest in the role to the HR Team at harchghana@gmail.com before 14 November 2016. Please make sure you address the skills and experience contained within this Job Description.